



**DATE:** October 7, 1993

**TO:** District Engineers  
District Field Engineers  
District Construction Engineers  
District Office Engineers  
Resident/Project Engineers

**FROM:** Gerald D. Dobie  
Engineer of Construction

**RE:** **Construction Instructional Memo 1993-27**  
**Forms 1104 and 1151, On-The-Job-Training**  
**Program**

This is a reminder to the District Field Engineering staff and the Resident/Project Office staff.

When there are changes to the Original Trainee Assignment Distribution (Form 1104) submitted by the contractor at the Preconstruction Meeting, or at a later date, the contractor must submit a revised Form 1104 reflecting any changes and it must be approved by the District Office.

A final On-The-Job-Training Report of Individual Trainee (Form 1151) for each trainee must be completed by the Resident/Project Engineer and sent to the Compliance Section of the Office of Equal Opportunity (OEO) and the Lansing Construction Office within ten days of the trainee's last day on the project (not to include trainees on seasonal layoffs). This final copy must include the last day of work, hours paid on the project, hours accredited to the project for off-site training, if applicable, and total accumulated hours of training.

Your cooperation in this matter will be greatly appreciated. Resident/Project Engineers are requested to provide a copy of this memorandum to Local Government Engineers under their jurisdiction.

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Engineer of Construction

GDD:GCT:BRH:srh

cc:	Lansing Construction Staff	Engineering Services	MRBA
	Design Division	MCPA	MCA
	H. Linne, Maintenance	MAPA	OMA
	B. Hayes, Finance	OEO	

Subject Index: OJT Program